CHAPTER 7, SECTION C

C. ACCOUNTS PAYABLE BRANCH.

NOTE: If an error code is received during input of documents, refer to AFM 177-390, volume III, attachment A-1 for error codes and corrective actions.

1. TASK - Process Invoices into IAPS.

Standard time frame for input of invoices will be no later than next duty day after receipt.. All invoice will be date stamped they are received. Standard will be set at 95 percent timeliness.

a. OPLOC:

(1) Sorting and Distributing Invoices - All incoming mail will be sorted and distributed to specific processing teams as identified by each OPLOC. Mail will be distributed as follows:

(a) Receive invoices from daily mail room already opened and date stamped.

(b) Ensure original and 1 copy are available for data input.

(c) If invoices are improper, attach a cover letter noting discrepancy and send back to vendor.

(d) Sort invoices by contract type (e.g., M, P, C, A, MORDs, etc.) separating discount/short payment terms from net terms, utilities, and large dollar amounts (construction contracts):

1 Distribute discounts and short payment terms to lead technician clearly identified as priority processing and immediate input.

2 Distribute all other invoices at the same time.

(2) Services type contracts (Contract Type C):

(a) View Contract in IAPS (IAPS Training Manual, page 79).

1 Compare the contract items versus the invoice as follows:

a Status - ensure contract is in balance (not Status B or S).

b Vendor name.

c Discount terms.

d Total amount of contract - determine if complete payment. If not a complete payment, utilize pay periods as explained below in invoice input.

e Remit-to address. (Obligation administration will enter remit-to as indicated on contract).

f Freight -Determine if authorized on contract.

g Check line items (Option I - item maintenance) - description of purchase or service.

h View pay periods or call number (F5, Option E - Contract Rcpt/Pay view) to ensure invoice will match to receipt or call number.

2 Utilizing pay periods for monthly service type contracts and partial payments. Technicians must determine next pay period to be used for current invoice being worked and annotate pay period on invoice. If a contract has more than one receipt utilize pay periods for the second an subsequent invoices.

NOTE: Forward rejects or problem invoices to lead technician using cover letter describing discrepancy. Ensure proper tracking mechanisms are employed to kept track as to the status of the unprocessed invoices.

(b) Input of Invoices into IAPS (IAPS Training Manual, pages 105-123).

1 Input all required fields as follows (Accounts Payable Submenu):

a Contract number (2).

b Invoice ID number (4):

1 Input invoice number exactly as shown on invoice.

2 Use purchase order number if no invoice number.

c Use pay period (6):

1 For monthly service type contracts, use YYMM of service (9410 = October 94). Pay periods are used to match the specific receipt to an invoice

2 For other partial payments, use today's MMDD.

3 Call number (7) - call number is required if invoice is for a blanket purchase agreement (BPA) type contract.

NOTE: If invoice is a complete payment, with exception of BPAs, fields 6 and 7 are left blank.

d Enter action code: A .

e Enter option: D (transmit = enter).

2 Data entry - invoice add screen.

a Input dates:

1 Inv. = input date of invoice.

2 Inv.-rcvd = input date invoice was received in proper office.

b Input discount terms (e.g., 2%/10, Net 30):

1 Disc-dys = 10.

2 Disc% = .02000.

3 Prox-ind = if invoice states 20th prox, pay on 20th of following month of vendor invoice date. Ensure you do not exceed the net terms of the contract. Recommend all PROX invoices use the PAYBY block when inputting discount terms.

4 Payday = if invoice states a specific pay date, enter the day.

NOTE: If no discount terms, leave all fields blank.

c Input amounts in US dollars:

1 Tax = Input tax if on invoice and is an authorized item for payment.

2 Freight = Input freight if on invoice. If freight amount is greater than $25 and is authorized on the contract, freight bill must be submitted along with the invoice. If freight is not authorized, it will not pay and an explanation will appear on voucher and check stub that notifies the vendor that the contract may require modification to authorize the freight. Input all freight charges billed on the invoice.

3 Vendor credits = If complete or final payment and invoice is less than remaining balance of contract, input difference between invoice amount and remaining balance on contract here.

4 Misc. charges = Any extra charges (e.g. deposits, labor, handling). If miscellaneous charges are billed, validate approval to pay with hard copy contract in Customer Service Branch.

5 Invoice total = Total amount on the invoice.

d Input option A and transmit (enter).

e Ask whether vendor Remit To correct? (Y/N):

1 Enter Y if correct.

2 Enter N if incorrect and verify address on invoice versus system.

3 If all addresses are incorrect, add correct Remit To on blank screen.

4 For Electronic Funds Transfer (EFT) payments add routing number and account number for SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form. Ensure SF 3881 is maintained in the contract file.

NOTE: If contract reflects only one accounting classification, invoice detail record automatically posts and input is complete.

3 Multiple Accounting Classifications:

If contract has more than one accounting classification, Data Entry -Invoice Detail Add by Accounting Classification screen will appear reflecting the first document summary record (DSR) linked to the contract. Then do the following:

a Compare item narrative on screen versus the invoice. (If it does not match, continue to next accounting classification until correct match is found.)

b Once correct accounting classification is found, then:

1 Ensure that pay period, if used, is input on the screen.

2 Add correct dollar amount for that accounting classification.

3 Ensure discount percent and days are used (if applicable).

c Enter option A and transmit (enter).

d Repeat steps 1-3 for each line item.

(3) Stock Fund Contracts:

(a) View Contract in IAPS (IAPS Training Manual page 79).

1 Compare the contract items versus the invoice as follows:

a Status - ensure contract is in balance.

b Vendor name.

c Discount terms.

d Total amount of contract - determine if complete payment.

e Remit to address.

f Freight - determine if authorized on contract.

g Check line items (Option I - item maintenance) - description of purchase or service.

h View call number (F5, Option E - contract rcpt/pay view).

NOTE: Forward rejects or problem invoices to lead technician using cover letter describing discrepancy.

(b) Inputting Invoices into IAPS (IAPS Training Manual, pages 105-123):

1 Input all required fields as follows (Data Entry Submenu):

a Contract number (2).

b Invoice ID number (4).

1 Input invoice exactly as shown on invoice.

2 Date of invoice will be used if no invoice number.

c Use call number (7) - call number is required if invoice is for a blanket purchase agreement (BPA) type contract.

NOTE: If invoice is a complete payment with exception of BPAs, fields 6 and 7 are left blank.

d Enter action code: A .

e Enter option: D (transmit = enter).

2 Data entry - invoice add screen.

a Input dates:

1 Inv = Input date of invoice.

2 Inv-rcvd = Input date invoice was received in proper office.

b Input discount terms (2%/10, net 30):

1 Disc-dys = 10.

2 Disc% = .02000.

3 Prox-ind = If invoice states 20th prox, pay on 20th of following month of vendor invoice date. Ensure you do not exceed the net terms of the contract. Recommend all PROX invoices use the PAYBY block when inputting discount terms.

4 Paydy = If invoice states a specific pay date, enter the day.

NOTE: If no discount terms, leave all discount fields blank.

c Input amounts in US dollars:

1 Tax = Input tax if on invoice.

2 Freight = Input freight if on invoice. (If freight amount is authorized and the freight bill is greater than $25 it must be attached to invoice.

3 Vendor credits = If complete or final payment and invoice is less than remaining balance of contract, input difference between invoice amount and remaining balance on contract here.

4 Misc. charges = any extra charges (i.e. deposits, labor, handling).

5 Invoice total = total amount on the invoice.

d Input option A and transmit (enter).

e Ask whether vendor Remit To correct? (Y/N).

1 Enter Y if correct.

2 Enter N if incorrect and verify address on invoice versus system.

3 If all addresses are incorrect, add correct Remit To on blank screen.

4 For Electronic Funds Transfer (EFT) payments add routing number and account number for SF 3881, ACH Vendor/Miscellaneous Payment Enrollment Form. Ensure SF 3881 is maintained in the contract file.

NOTE: If invoice total equals line items on contract, invoice detail record automatically posts and input is complete.

3 Multiple Line Items:

a If contract has multiple line items and invoice input does not match contract line items, Invoice Line Item Add screen will appear reflecting the line items on the contract.

b Input individual line items reflected on the invoice to the corresponding item on the Invoice Line Item screen. Input should consist of quantity billed and line item amount billed for each individual item shown.

c Enter option A and transmit.

(4) Manual Voucher add/update process. Refer to instructions in AFM 177-390, volume III, chapter 18, paragraph 3.5. Manual Voucher screen is designated to be used for the following types of payments: (This screen is not designed to circumvent regular IAPS processing.)

(a) Air National Guard payments for MAFR code G (X-PSR)

(b) After the fact freight payments

(c) Suggestion Awards (including income tax withholding)

(d) Payments to individuals

(5) Distribution of Processed Invoices:

(a) After input is complete, the technician will initial and date invoice.

(b) Completed invoices will be returned to Customer Service (DFAS-XX/FPS) at EOD for filing in contract folder.

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Not applicable.

2. TASK - Prepare Advance Payments.

a. OPLOC:

(1) Advance payments will automatically be scheduled for payment once the invoice has been input as long as PAY-PROV field has been changed to "A" by Obligation Administration (DFAS-XX/FPO). If invoice shows that an advance payment is required and Payment Provisions have not been changed resolve conflict by checking the contract.

(2) For those advance payment contracts not requiring an invoice, a create an invoice number entry with payment identifying information such as persons name.

(3) For payments that do not require an invoice, i.e. leases, prepare a "No Invoice Required" letter (dummy invoice) for Accounts Payable to utilize for input both the invoice and receiving report and to alert voucher assembler that there will be no invoice for payment.

(4) Input invoice as previously stated.

(5) Payment will schedule during EOD process.

b. **FSO**:

Not applicable.

c. **ANG/Rome Lab**:

Not applicable.

3. TASK - Process Receiving Report.

Daily assignment of workload for each technician will include processing receiving reports. For workflow purposes, receiving reports should be entered prior to beginning input of invoices.

a. **OPLOC**:

(1) STANDARD: 95 percent of all receiving reports will be input no later than next duty day after receipt.

(2) The following are the minimum requirements for a receiving report:

(a) Contract/Purchase order number and call number if applicable

(b) Brief description of supplies or services received and/or period of service

(c) Total dollar amount

(d) Receiver's signature

(e) "Received" or similar statement

(f) DSN of receiving office (highly suggested)

(g) Date

(3) Sorting and Distributing Receiving Reports:

(a) A sorting process within Accounts Payable will separate and distribute by type of contract (e.g., M, P, C, A, MORDs, etc.):

1 Receive receiving reports from mail room.

2 If receiving reports are improper, attach a cover letter noting discrepancy and send to FSO or base organization if known.

(4) Acceptable types/forms of receiving reports:

(a) DD Form 250, Materiel Inspection and Receiving Report.

(b) DD Form 1155, Order for Supplies or Services.

(c) Certified Invoices.

(d) Locally devised form letters with required information, e.g. contract #, amount, date received, signature.

(e) Miscellaneous other receiving documents.

(5) Processing Services Type Receiving Reports:

(a) View the Data Entry Contract Submenu (Function Key F5).

(b) Select Option E = CONTRACT RCPT/PAY VIEW . (This will tell you if the invoice has been processed with a pay period that pertains to this receiving report.)

(c) If invoice is found, annotate pay period on receiving report for input.
(d) Return to Data Entry Submenu (F4).

(e) Enter contract number (2).

(f) If applicable, enter the Pay period (6) and verify whether an invoice has been input using a pay period.

(g) If it has, utilize same pay period.

(h) If not, create one as follows:

1 For monthly service type contracts, use YYMM of service (9410 = October 94).

2 For other partial payments, use today's date as: MMDD.

(6) Call number is required if receiving report is for a Blanket Purchase agreement (BPA) type contract.

(7) If receiving report is for a complete payment, with exception of BPAs, fields 6 and 7 are left blank.

(8) Select A and C, transmit - This will bring you to the Data Entry Receipt Add by Accounting Class screen:

(a) Compare item nomenclature on screen versus the receiving report. (If it does not match, continue to next accounting classification until a correct match is found.)

(b) Once correct accounting classification is found:

1 Ensure that pay period, if used, is input on the screen.

2 Add correct dollar amount for that accounting classification.

(c) Add CURRENT RCPT-DT (for monthly services-last day of the month of service received, other than monthly service-the date referenced on receiving report).

(d) Enter option A and transmit (enter).

(e) Repeat steps 1-4 for each line item.

(9) Initial and date receiving report and return for filing in contract folder.

(10) Call Receipt Add:

(a) Go to Data Entry Submenu.

1 Enter contract number (2).

2 Enter call #(s) that are being received for (7).

3 Enter A and I and transmit - This will take you to the Data Entry Call Receipt Add screen.

a Input: See pages 99-100 of IAPS Training Guide.

b Initial and date receiving report and return to Customer Service for filing.

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Same as OPLOC.

4. TASK - Detailed Voucher Assembly.

a. OPLOC:

(1) Receive hard copy of SF 1034, Payment Voucher, and continuation sheets from Systems Administration. Vouchers are produced showing the amount and cause for lost discount. The cause for lost discount is determined by invoice date, payment due date, and date of item receipt. Discount lost codes are: I, Late Receipt of Invoice; R, Late Receipt of Item; O, Late receipt in AFO; and N, Not Cost Effective. When a PSR is not found in the PSR Appropriation table during end-of-day processing, the accounting classification printed on the payment voucher appears as XXXXXX. Users must write in the appropriation, and notify FPR, who will enter the MAFR transaction manually, and enter the PSR to the database through the Base Variable submenu. If ZZZZZZ appears in the accounting classification area of a payment voucher, the fund code/fiscal year was not found in IPC's appropriation validation table. (AFM 177-390, chapter 14, paragraph 18(1)). Notify Disbursing to update IPC to add appropriation symbol. (See IAPS training guide, page C-152 (b)1-4.)

(2) Assemble vouchers in the following order:

(a) Original:

1 Original SF 1034 on top.

2 SF 1034 Continuation sheet, if applicable.

3 Original contractual document (required only for first partial and complete payments). Formal contracts and Blanket Purchase Agreements are not attached to the original voucher in accordance with AFR 177-102, chapter 14, paragraph 2.

4 Original invoice.

5 All remaining documents in contract file (e.g. follow-up) are attached to retained copy when making the complete or final payment.

(b) First Duplicate:

1 Duplicate SF 1034.

2 Duplicate SF 1034 Continuation Sheet, if applicable.

3 Duplicate Invoice.

4 Receiving report (non-stock fund).

(c) Second Duplicate - (Sent to FSO via express mail for complete or final payments for C and D contracts per the FAR.)

(d) Third Duplicate - (For-Others copy):

1 Copy of SF 1034, with ADSN underlined in red. (Navy appropriations will have the whole appropriation underlined.) Forward to the MAFR Reports Branch (DFAS-XX/ARM) after certification.

2 Duplicate copy of invoice.

3 If more than one accountable station is identified on a single voucher, make copies of SF 1034 and invoices and underline as described above.

4 If invoice is not to be completely paid for all calls (BNR), make two copies of invoice and file in contract folder to attach to future payments.

(e) Forward assembled vouchers in DOV number order along with contract folder for partial payments to the voucher certifier.

(f) For advance payments, a copy of the contract should be mailed to the vendor with voucher number and date of payment annotated. This is to preclude vendor inquiries.

(3) Once all vouchers are completed for the business day, all voids processed, re-assemble vouchers in voucher number order, including original voided vouchers and submit along with the Voucher Control Log (TQ000028) to Disbursing.

b. FSO:

(1) Prepare SF 1034 Payment Voucher for emergency payments only. Any commercial vendor or payments to individuals must be emergency in nature and approved in advance by the OPLOC. FAX a copy of the payment voucher and supporting documents to DFAS-XX/FPR, Recon and Reports.

(2) Assemble vouchers in the following order:

(a) Original:

1 Original SF 1034 on top.

2 Original invoice.

3 All related documents.

(b) First Duplicate:

1 Duplicate SF 1034.

2 Duplicate Invoice.

3 Receiving report.

(c) Second Duplicate - (For-Others copy):

1 Copy of SF 1034, with ADSN underlined in red. (Navy appropriations will have the whole appropriation underlined.) Forward to the Financial Statements and Reports Branch (DFAS-XX/ARF) at OPLOC after certification.

2 Duplicate copy of invoice.

(3) Documents supporting the payment retained in FSO include:

(a) Copy of commitment document.

(b) Copy of obligation document.

(c) Original receiving report.

NOTE: These documents will be retained IAW applicable directives.

NOTE - If more than one accountable station is identified on a single voucher, make copies of SF 1034 and invoices and underline as described above.

c. ANG/Rome Lab:

(1) Maintain within the ANG AFO individual contract files to "hold" contracts, invoices, receiving reports. The official 6 year and 3 month retention of the file will be the OPLOC.

(2) Upon receipt of all payment support documents that will generate a payment voucher from IAPS, supporting documents are sent to the OPLOC.

(a) For payments that will schedule for payment in 9 days or less, forward all supporting documents immediately via Express mail to the OPLOC. Clearly identify as Prompt Payment and attach a print screen. If payment will print-out with the next end of day fax documents to the OPLOC. Include a print screen as described below.

(b) For payments that will schedule in more than 9 days perform a print screen the following day that shows the payment scheduled date pay date. If the manual voucher screen is used, print that screen also. From the Data Entry main menu go to the Option N, Contract Data Submenu (function key 5) enter the contact number, Option P, and print this screen. If unable to perform a print screen boldly annotate the SCHeduled-PAY date on blank sheet stapled to the supporting documents.

(c) Assemble voucher package in the following order, invoice print screen or clearly annotated payment date from the IAPS inquiry , attach DD 1155/SF 23, any modifications, invoice, receiving report, staple entire package.

(d) For partial payments provide copy of DD 1155 with all packages. If monthly service type contracts, copy just the front sheet of the DD 1155. If the contract is a monthly reoccurring type make 12 copies at one time. This is needed to assist the certifying official validation of the payments. Other obligations such as MORDs should be handled similarly. This requirement maybe reviewed for elimination in the future as we continue to improve our consolidation policies and plans.

(e) Response to OPLOC requests for supporting documents should be handled as quickly as possible. Normally, once documents are deemed missing that particular payment is ready to be presented to Disbursing for payment. In files maintained in the unit annotate when the document was sent to the OPLOC. Document transmittals are not required unless directed to so.

(f) If the OPLOC must void a payment due to lack of documentation it will automatically "kick-out" with the next IAPS end of day unless action is taken such as deleting the invoice or receiving report.

(g) Forward original DD Form 1155 generated from BCAS to OPLOC (Rome Labs contracting office responsibility).

5. TASK - IMPAC Government Credit Card Payments.

a. OPLOC:

NOTE: Establish a sub-unit within Data Entry that coordinates all actions associated with the IMPAC program. This unit will handle all inputs related to IMPAC processing, loading calls, matching invoices, and approving official statements. This is required due to the complex issues associated with the IMPAC program.

NOTE: At the beginning of each fiscal year, two "dummy" contracts (non-stock fund and stock fund) for each base within IAPS for the Rocky Mountain Bank Card contract.

(1) Receive summary invoice from credit card billing (R063).

(2) Invoice will be divided in Data Entry into two parts, non-stock fund and stock fund (medical) to be processed as two separate invoices. This is due to the system requirements with stock fund processing.

(a) Non-stock fund invoices:

1 Approving officials will assign call numbers at a summary level for each months statement and OPLOC will posts calls, utilizing the summary billing listing.

2 Invoice is added against applicable calls and the technician ensures the invoice is in balance.

3 As approving official statements (R090) are received, call numbers are annotated on the approving official's statement, dollar amounts verified, and receipt processed within IAPS.

4 Disputed Errors and Items. If a transaction for merchandise is disputed, the cardholder completes a Cardholders Statement of Questioned Item form. A copy of this form must be forwarded to the approving official for submission to OPLOC along with the approving official's summary statement.

a A partial payment for the call that reflects a disputed amount is made (original amount less the disputed amount).

b The invoice total amount is reduced by the disputed amount.

c If RCMBS approves the disputed item and credits the item charged, the amount is deobligated. The system automatically adds the deobligated amount back to the AF Form 616 allowing this balance to be available to the user. This is not in compliance with the regulation. However, since the system is automated and other organizations have automated AF Forms 616, we have chosen to have the user add back the amounts to the manual AF Forms 616. This add back is done during the reconciliation process.

d If the dispute is disapproved, the cardholder must provide a receiving report for item previously disputed. The Cardholders Statement of Questioned Item is attached to the receiving report and forwarded to the OPLOC to ensure proper payment. The invoice which had the original charge must be referenced as the invoice number when paying the disputed claim. Prefix the invoice number with an "A" to avoid having a duplicate invoice number problem.

(b) Stock Fund Invoice (medical-dental):

NOTE: Until systems problems are resolved, the following recommendation is suggested for processing the stock fund portion of the IMPAC bill.

1 Utilize the Payment Processing Manual Voucher screen to input the stock fund portion of the invoice. See IAPS Training Guide, pages 150-153.

2 The total amount of the stock fund portion of the invoice minus disputed items will be input with the receipt date, once the approving official's statements have been reviewed and balanced to the invoice total.

3 The approving official's statement MUST include the requisition number provided by medical supply by line item.

4 Disputed items will be reduced from the invoice until resolution of the disputed item. (See above).

5 Clear IMPAC receipt transactions per instructions from DFAS-DE/ANAA.

b. FSO:

(1) FSO is designated as the base focal point for obtaining signed approving official statements. The signed R090 is classified as a receiving report and must be provided by the approving official within 15-days of receipt.

(a) Approving official's statement (R090) will have proper AF Form 616 advice number annotated along with call/transaction number, as required.

(b) If individual purchases are to be charged to EEIC, RC/CC's which are different than the AF Form 616 the approving official statements must be clearly marked. This must also occur for JOCAS Job Order numbers.

(c) All approving official statements must be obtained prior to sending to the OPLOC for payment.

(d) Ensure all disputed item forms are attached. Any resolved items that have been must be identified back to the month in which originally invoiced.

(2) All approving official statements must be processed within 15-days of receipt. Forward to the OPLOC via express mail. Reminder, the invoice from Rocky Mountain is mailed to the OPLOC at the same time the approving official statements are sent to the base.

(3) Due to the increased usage of the IMPAC program the dollars involved are growing, consequently, any delays will directly impact the amount of a potential payment of an interest penalty, and the amount of refund to the organizations.

c. ANG/Rome Lab:

NOTE: At the beginning of each fiscal year, two "dummy" contracts (non-stock fund and stock fund) will be established within IAPS for the Rocky Mountain Bank Card.

(1) Unit will assign call numbers and post calls utilizing the summary billing listing. Ensure any Job Order numbers are included.

(2) Process receiving report into IAPS.

(3) Administer IMPAC card program as per ANGRC guidance.

6. TASK - Voiding Vouchers.

a. OPLOC:

(1) Each Data Entry team (lead technician) receives vouchers from Customer Service, noting discrepancy on a form letter for vouchers that need to be voided. Vouchers will be voided by the Lead Technician immediately upon receipt.

(2) Any disagreement on whether voucher should be voided needs to be resolved with Customer Service branch chief.

(3) Then the Data Entry technicians must correct the discrepancy so payment can be rescheduled. Any voided voucher will be produced the next IAPS end-of-day if the invoice or receiving report is not altered or deleted.

(4) Upon completion of corrective action return void memo back to Customer Service. deleted

NOTE: Refer to instructions in IAPS Training Guide, page 147.

b. FSO:

Not applicable.

c. ANG/Rome Lab:

Not applicable.

7. TASK - Non Automated Manual Payments.

NOTE: This option should be used only as a last resort.

a. OPLOC:

NOTE: Prior to creating a manual payment, approval must be obtained by the Deputy Director of Finance or their designee. A reason for the creating the manual payment must be included with the retained voucher copy.

(1) Establish automated voucher control log for both collections and disbursements which will be maintained in Recon and Reports branch. In creating the Voucher Control Log make allowances for PPA information such as interest paid, discounts lost, so manual vouchers can be added to the consolidated quarterly PPA report.

(2) This will be used for SF 1080 and emergency payments.

(3) Standard voucher numbering system is as follows:

(a) SM for all manual disbursements including SF 1080 from Intergovernmental Branch (DFAS-XX/FPG). Assign additional alpha code identifying each FSO i.e. SMA. Voucher numbers should not be assigned unless all invoice and receiving report data is deleted from IAPS (if applicable).

(b) CS for all OPLOC collections, 2-sided SF 1080.

(c) Voucher number assignments for each FSO and Air National Guard unit will be directed by the OPLOC. (Additional guidance is being developed.)

(d) If payments are processed for discounts, ensure you compute for offered discounts to ensure they are cost-effective in accordance with AFR 177-102, chapter 2, paragraph 7(a)(4).

(e) Ensure manual payments, with interest due, are computed in accordance with AFR 177-102 chapter 12, paragraphs 13-19. Show calculations on the retained copy of the voucher.

(f) Manual payments require an approval from the Vendor Pay Branch Chief.

(g) Prepare SF 1034 in accordance with AFR 177-102, chapter 13.

(h) Pass voucher copy to Recon and Report branch for manual input of MAFR/BQ and CPAS transaction as required on designated payment date.

(i) Provide information to Recon and Reports for manual stock fund payments that requiring BKA transaction to be processed an creation of adjustment transactions (1B*) using proper TRIC codes.

(j) Vouchers are assembled, certified, and distributed the same manner as automated vouchers.

b. FSO:

Emergency vendor/customer payments must be pre-authorized by the OPLOC. See Customer Service Task 10.

c. ANG/Rome Lab:

Not applicable.

8. TASK - Miscellaneous Automated Payments.

a. OPLOC:

Reference AFR 177-102, chapters 20 and 21, for actual forms and distribution. The list is not all inclusive and regulation should be referenced for guidance.

(1) Suggestion Awards:

(a) Use manual voucher processing screen for payment.

(b) Refer to IAPS Training Guide, pages 150-153, for input of manual payment screen for suggestion awards.

(c) Use fund type K address for collection of income tax withheld (28% of award), use "I" in RIC field.

(d) Use PPA Exempt (E) and net 5-days

(e) Forward copy of each and every payment voucher to Recon and Reports

(2) Invoices received for AEU-ADJ items:

(a) Accounts Payable coordinates with Obligation Administration (DFAS-XX/FPO) to reestablish obligation in IAPS. Once the obligation is set up, the invoice is returned to the Accounts Payable Branch for processing.

(b) Process invoices as stated above.

(3) Mortuary Affairs Payments:

Refer to AFR 177-102, chapter 20, paragraph 7.

(4) Imprest Fund:

(a) Add the SF 1129 as an invoice, using the pay period field for the month and year of the reimbursement.

(b) Add a receipt with the same pay period used when adding the invoice and for the same amount.

(c) When the final settlement is submitted at the end of the fiscal year, reduce the obligation amount to zero after the receipt for the settlement voucher is added.

(d) This will deobligate the remaining amount from the accounting system.

(e) Use PPA Exempt (E), net 5-days.

(5) Leased Housing in IAPS:

(a) Add the invoice with the year and month in the pay period field.

(b) If the vendor does not submit an invoice and you must pay every month without an invoice, do the following:

(c) Enter an invoice for the entire total to be paid for the fiscal year.

(d) Enter a receipt for the month only.

(e) Payment will be made for the one month and a supplemental invoice will be created for the remainder of the invoice.

(f) This invoice will be shown on the invoices not scheduled for payment list.

(g) When the next payment is due, generally after the first payment has been made and the supplemental invoice is created, enter a receipt for the next month service.

(h) Do not use a pay period if you are entering one invoice for the entire year.

(6) Legal Claims:

(a) Add a call invoice using the claim number as the invoice number, fill remained of field with persons last name and the last four digits of the claim number as the call number. This will allow you to answer customer inquiries as to pay date and payments made to date.

(b) Change the remit to address for each claim being paid. After payment has been made and the BQ transaction has been created, delete the remit to addresses to prevent having to scroll through each remit to each time you add a new claim. To delete remit to addresses, use the remit to (Option R) on the vendor maintenance screen.

(c) Use PPA Exempt (E), net 5-days.

(d) Add a receipt by call number after the transactions have been interfaced to BQ.

(e) Legal claims require immediate processing.

b. FSO: (Rare Instances)

Reference AFR 177-102, chapters 20 and 21 for actual forms and distribution. The list is not all inclusive and regulation should be referenced for guidance. Prior to making any payments listed below obtain approval from OPLOC DFAS-XX/FP.

(1) Suggestion Awards:

(a) Use non-automated manual voucher process.

(b) Forward voucher copy to Recon and Reports (DFAS-XX/FPR) at OPLOC for issuance of W-2.

(c) Requires manual MAFR input; coordinate with OPLOC for assignment of proper data base addresses.

(2) Mortuary Affairs Payments:

(a) Refer to AFR 177-102, chapter 20, paragraph 7.

(b) Use non-automated manual voucher process.

(c) Requires manual MAFR input.

(3) Imprest Fund:

(a) Use non-automated manual voucher process.

(b) Requires manual MAFR input.

(c) Immediately forward a copy of voucher and all supporting documents to OPLOC, DFAS-XX/FPR.

(4) Legal Claims:

(a) Use non-automated manual voucher processing.

(b) Requires manual MAFR input.

(c) Legal claims require immediate processing.

(d) Immediately forward a copy of voucher and all supporting documents to OPLOC, DFAS-XX/FPR.

(5) Personal Reimbursement Claims:

(a) Payment of emergency expenditure of personal funds requires review and approval by FSO, reference AFR 177-102, chapter 20-1.

(b) Recommend SF Form 1164 or SF Form 1034 with proper statements and approvals be used as the only method of reimbursement.

(c) FSO should not routinely make payments, ensure all approvals, lines of accounting and data base addresses are annotated and sent to the OPLOC, DFAS-XX/FPD.

(d) If payment is made locally obtain approval from OPLOC, DFAS-XX/FP.

(6) DD Forms 1556'

(a) All DD Forms 1556 are funded either via an AF Form 616 or individually certified by Accounting Liaison.

(b) If advance payment must be made in order to meet course start date coordinate with OPLOC, same as with other payments.

(c) Ensure proper document numbering scheme is utilized.

(7) U.S. Customs Payments:

(a) All payments for Customs related expenditures must be properly approved including reference to MORD number.

(b) All payments should be forwarded to OPLOC except for emergency payments which must be approved in advance to avoid any possibility of duplicate payments.

c. ANG/Rome Lab:

Same as FSO. To include Student Loan Repayment Program.

9. TASK - Commercial AF Forms 15 and 315 Processing.

Periodically, aircraft are refueled at commercial airport, these purchases will be paid using an AF Form 315. For those services and items that are not aviation fuel, an AF Form 15, USAF Invoice, will be used. Normally, local appropriated O & M funds are used for services and non aviation fuel items, whereas fuel is charged to Defense Business Operating Funds (DBOF). The AF Forms 15 and 315 may be used as an ordering document, a receiving document, and an invoice.

a. OPLOC:

(1) Data Entry Miscellaneous processing team:

(a) Receive AF Forms 15, 315, and 1994 from FSO.

(b) Highlight document control number, contract number, quantity, dollar value, vendor name and address, nomenclature, payment due net 5. Perform conversion of foreign vendor billed amounts to US dollars and obtain any required foreign language translation. (Send any payments that are required in foreign currency to appropriate paying office as identified in DoDFMR, vol. 5).

(c) If AF Form 315 has a DLA contract number, it will be paid by Kelly AFB and will process through an interfund file. Hold for interfund processing. (Do not enter into IAPS forward to Intergovernmental Branch.)

(d) Access IAPS Payment Processing Manual Voucher Screen:

1 Enter "AF315" or "AF15" control number or base fuels SRAN as contract number, contract type, dollar value, vendor name and address.

2 Enter payment terms (net 5 days).

3 Enter invoice number (can be the control number from the form).

4 Enter date of invoice and date invoice received in your office.

5 Enter receiving report date.

6 Using Address Directory, locate the Fund Summary Record Address (FSRA) and Program Summary Record Address (PSRA).

7 Enter the correct FSR and PSR and the dollar amount being paid.

8 Enter option "A" (add) and transmit.

(e) Payments will be created from Manual Voucher print process ("End-of-Day").

(f) File in suspense file for next day payment processing and forward to Customer Service for certification.

(g) Customer Service sorts manual payment vouchers by appropriation, ensuring DBOF payments are provided to Recon and Reports for creation of supply system updates.

1 O&M vouchers are filed.

2 DBOF vouchers are sent to Recon and Reports (DFAS-XX/FPR) for input into the supply system.

(2) Supply System Updates:

(a) Receive copy of SF 1034

1 AF Form 315: Locate the detail on the M01 (AVFUELS section) using Julian date of issue, quantity and dollar amount if document number is not annotated by base Fuels office or FSO.

2 AF Form 15 (ground fuels portion only)/DD Forms 1994: Locate the detail on the M01 (Ground Fuels section), using the Julian date of issue, the quantity and dollar amount if document number is not annotated by base Fuels office, transportation management office, or FSO.

(b) Prepare fuels systems payment update transactions for input to Standard Base Supply System (SBSS) on the same date that payment is made.

1 Process payment transaction for AVFUELS in appropriate fuels supply system. Input 1BN transaction using screen format in AFM 177-206, attachment A1, (Screen number 271 in supply system).

2 Process payment transaction for ground fuel in appropriate fuels supply system. Create 1GM transaction for AF Form 15 (Screen 272).

3 Process payment transaction for non-flying AVFUELS in appropriate fuels supply system as required in AFM 177-206, section 45.

(c) Perform reconciliation of transactions paid through BQ (Daily Audit List) to updates made to fuels supply system (D29). Prepare journal voucher at end of month for any identified differences and forward to Business Funds Branch (DFAS-XX/AOB) to ensure general ledger accounts are correctly updated.

b. FSO:

(1) Receive AF Forms 15 and 315 from Base Fuels Management Officer (BFMO) and DD Form 1994 from transportation management office. Ensure verification of signatures and all backup documentation are provided.

(2) Ensure all O&M type documents not funded by an AF Form 616 or MORD have proper certifications. Ensure all DBOF-type (Stock Fund) documents reflect a proper SBSS input reference (requisition number) as applies to BFMO input (M01 detail).

(3) Forward to Operating Location.

c. ANG/Rome Lab:

Same as FSO.

10. TASK - Receive IAPS Computer Products.(Customer Service).

a. OPLOC:

(1) Integrated Accounts Payable System (IAPS) End of Day Output Products (AFM 177-390 chapter 14).

(a) Request for Receiving Reports:

1 FSO is responsible for printing and distributing requests for receiving reports daily.

NOTE: Use caution when sending out second and subsequent requests. Consideration must be given for mail time and input delays to/by the OPLOC.

2 Produced during the first end-of-day process after an invoice is entered into IAPS and no receiving report exists.

3 Additional letters are produced every 5 days for services and every 7 days for stock fund.

(b) Invoices Not Scheduled for Payment (TQ000079):

1 Provides a list of all invoices not scheduled for payment by site code.

2 Research to ensure condition is not a result of incompatible pay periods entered between invoice and receiving report. Also ensure that the proper amounts are being applied to the proper DSR, invoice and receiving report processing.

3 Use as a management tool to prevent lost discounts or payment of interest penalties.

4 FSO is responsible to research for required receiving reports. Provide FSO assistance (reference to invoices, etc.) as necessary, to aid in the research.

(c) SF 1034 Payment Voucher is an automated SF 1034, Public Voucher for Purchases and Services Other Than Personal. See task for Detailed Voucher Assembly.

(d) SF 1034 Continuation Sheet:

1 Provides an automated Public Voucher for Purchases and Services other than Personal Continuation Sheet.

2 Product is produced when there are more than three accounting classifications for payment or there is a call number being paid.

(e) Partial Invoices for Contracts Requiring Complete Payment:

1 Provides the user a listing of partial invoices received against contracts requiring complete payments.

2 Research may be required with the base contracting office and or the vendor to determine if the partial invoice is valid.

3 A modification to the contract may be necessary.

4 If the invoice is invalid, delete it and return the invoice to the vendor.

(f) Overbilled Invoices - No Payment Due:

1 Provides the user a listing of overbilled invoices.

2 Research the invoices shown on the listing to determine if the invoice amount is valid.

3 If valid, request a contract modification.

4 If invalid, delete the invoice record and return to vendor.